

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel

FROM: Jeff Brownfield 

SUBJECT: Final Status Notice for the Retail Sales Associate Series

DATE: January 31, 2017

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

Bookstore Clerk Series
Bookstore Manager Series
Cash Register Operator Series
Food Service Cashier

Classes are currently used by: ISU, NIU, SIUE, UI-CH, UIC, UIUC, EIU, SIUC, WIU

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
0752 Bookstore Clerk I	REVISE/ CIT	3877 Retail Associate	376	04/ Clerical	075/Stores Services	CA & KT	05/01/17
0753 Bookstore Clerk II	REVISE/ CIT	3877 Retail Associate	376	04/ Clerical	075/Stores Services	CA & KT	05/01/17
2823 Cash Register Operator	REVISE/ CIT	3877 Retail Associate	376	04/ Clerical	075/Stores Services	CA & KT	05/01/17

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Exam Components</u>	<u>Effective Date</u>
0699 Food Service Cashier	REVISE/ CIT	3877 Retail Associate	376	04/ Clerical	075/Stores Services	CA & KT	05/01/17
3442 Bookstore Department Supervisor	REVISE/ CIT	3878 Retail Supervisor	376	02/ Semi-Professional	075/Stores Services	CA & KT	05/01/17
3459 Cash Register Supervisor	REVISE/ CIT	3878 Retail Supervisor	376	02/ Semi-Professional	075/Stores Services	CA & KT	05/01/17
2342 Assistant Bookstore Manager	REVISE/ CIT	3879 Retail Assistant Manager	376	03/ Managerial	075/Stores Services	CA & KT	05/01/17
2338 Bookstore Manager	REVISE/ CIT	3889 Retail Manager	376	03/ Managerial	075/Stores Services	CA	05/01/17

Voiding/Deleting Registers

The employment registers for the Bookstore Clerk Series, Bookstore Manager Series, Cash Register Operator Series and Food Service Cashier should be voided at the close of business on Friday, April 28, 2017. All testing materials related to this title should be destroyed.

Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Retail Services Series classifications will be effective (available per E-Test) May 1, 2017. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Jeff Brownfield at (217) 278-3150 Ext. 239 or at jeffb@sucss.illinois.gov.